



# USAID | AFGHANISTAN

FROM THE AMERICAN PEOPLE

**SOLICITATION NUMBER: 72030619R10004**

**ISSUANCE DATE:** October 30, 2018  
**CLOSING DATE/TIME:** November 13, 2018 (4:30 PM, Kabul Time)

**SUBJECT:** Solicitation for a Cooperating Country National Personal Service Contractor (CCNPSC) – **Financial Analyst FSN-11 (Multiple Vacancies)**

Dear Prospective Offerors:

The United States Government, represented by the U.S. Agency for International Development (USAID), is seeking offers from qualified persons to provide personal services under contract as described in this solicitation.

Offers must be in accordance with **Attachment 1, Sections I through V** of this solicitation. Incomplete or unsigned offers will not be considered. Offerors should retain copies of all offer materials for their records.

This solicitation in no way obligates USAID to award a PSC contract, nor does it commit USAID to pay any cost incurred in the preparation and submission of the offers.

Any questions must be directed in writing to [KblAIDHR@usaid.gov](mailto:KblAIDHR@usaid.gov).

Sincerely,

Warren Gray  
Executive Officer

Female candidates are strongly encouraged to apply

## **I. GENERAL INFORMATION**

- 1. SOLICITATION NO:** 72030619R10004
- 2. ISSUANCE DATE:** October 30, 2018
- 3. CLOSING DATE/TIME FOR RECEIPT OF OFFERS:** November 13, 2018  
no later than 4:30 pm Kabul time.
- 4. POSITION TITLE:-**Financial Analyst - (Multiple Vacancies)
- 5. MARKET VALUE:** Equivalent to **FSN-11 (Step 1-13)**  
In accordance with **AIDAR Appendix J** and the Local Compensation Plan of US Embassy Afghanistan. Final compensation will be negotiated within the listed market value.
- 6. PERIOD OF PERFORMANCE:** The period of performance is one year, with the possibility of extensions up to a total of five years, subject to availability of funds, satisfactory job performance and need for continued service.
- 7. PLACE OF PERFORMANCE:** Kabul, Afghanistan.
- 8. SECURITY LEVEL REQUIRED:** As an employment precondition, the successful applicant is required to obtain U.S Embassy Afghanistan RSO Security Clearance.
- 9. STATEMENT OF DUTIES**

### **1. General Statement of Purpose of the Contract**

The incumbent provides a full range of financial management services to his/her assigned Team and the Mission at large. The incumbent acts as the “one stop” customer service representative between Office of Financial Management (OFM) and numerous internal and external customers including Senior Mission Management; Host Country representatives; implementing partner organizations; and other international donor agencies regarding financial analysis and accounting for projects implemented by the Mission. Specific services performed include: (a) Financial, accounting and budgetary support to assigned technical office (b) Pre-award and financial reviews of USAID implementers including Government to Government (G2G) assessments on Government of Afghanistan (GOA) systems; (c) training and advisory services to USAID program staff and partner staff on financial management aspects of USAID activities; (d) coordination and supervision of third-party audits of implementing partners; (e) maintains financial reporting systems and performs analysis for Mission management use; (f) supports Mission’s G2G strategy by serving as a resource person for both USAID and GOA systems. The incumbent works closely with Technical Office Directors and functions as the Controller’s delegated representative. As such, the Financial Analyst (FA) is empowered to conduct a wide range of functions. The FA works closely with other donors, GOA officials, and

USAID/Washington to identify and implement opportunities for strengthening capacity of the GOA entities, as well as capacity of local implementing partners, and audit firms, which are frequently called on both to monitor and improve performance of local organizations and government institutions.

## **2. Statement of Duties to be Performed**

- a) As the cognizant OFM/FA backstop to his/her assigned portfolio, the incumbent reviews activity approval documents, commitment and obligating documents to ensure the reasonableness of budgets, compliance with forward-funding guidelines, appropriateness of the methods of financing/payment, and adequacy of financial reporting and audit coverage. The incumbent participates in discussions and decision making relating to the principal team functions of program planning and achieving results while ensuring that financial management, internal control, and accountability issues receive adequate consideration. Provides financial advice, analyzes, and makes recommendations on the financial feasibility of implementation alternatives. The incumbent assists in reviewing implementing agency work plans, budgets and compliance with laws, regulations, contract/agreement provisions and policies. The incumbent prepares for the quarterly financial review presentations and the semi-annual portfolio reviews by regularly updating the mortgage analysis tool and ensures activity budgets are properly planned, approved and documented. The incumbent prepares required monthly/quarterly and ad hoc financial reports related to program funds for Mission Management and other interested parties. For the assigned portfolio the incumbent coordinates Mission's G2G assessment work in compliance with current Agency policy, drafts Scopes of Work for Public Financial Management Risk Assessment Framework (PFMRAF) Assessments, participates in the same and maintains current information for the Mission on GOA systems. Maintains close working relationships to relevant GOA officials to maintain expert and current understanding of GOA financial and management systems to safeguard United States Government (USG) funds during implementation of G2G activities.
- b) The incumbent provides financial status reports needed by Agreement/Contracting Officer Representatives (A/CORs) to monitor the financial progress of the activities they manage. The incumbent prepares required monthly/quarterly and ad hoc financial reports related to program funds for Mission Management and other interested parties. The incumbent assists the A/COR and technical office budget assistants in the preparation of quarterly project accrual sheets, reviews the accrual estimates and posts accrual data into the accounting system (Phoenix). The incumbent reviews closeout documents to ensure that finance-related closeout actions such as completion of required audits, finalization of Negotiated Indirect Cost Rate Agreements (NICRAs), payment of final claims and de-obligation of excess funds are properly carried out, if necessary.
- c) The incumbent conducts comprehensive institutional reviews of potential recipients to assure that these institutions maintain the institutional capability to manage USAID resources and comply with documentation and reporting

requirements. Recommendations and conclusions from the institutional reviews serve as the basis for the Agreement Officer to determine if the institution is eligible to receive USG funding, and for the Controller to determine the appropriate payment mechanism for the activity. The incumbent conducts periodic financial reviews of institutions (both governmental and non-governmental) receiving USAID funding to: 1) determine the adequacy of key systems and procedures including but not limited to accounting, procurement, accounts payable, personnel, assets management, and audits; 2) verify compliance with agreement terms and conditions; and 3) verify allow ability of actual costs incurred. Makes recommendations for system improvements of institutions reviewed in order to strengthen their capacity particularly in the financial management of USAID funds. This includes preparing reports to document findings and recommendations and following up on actions taken to address recommendations.

- d) In line with the Agency's Audit Management and Resolution Program and accountability requirements, the incumbent acts as the Audit Management Officer's designee for the assigned portfolios and assists Technical Offices in meeting their audit management responsibilities. The incumbent assists in developing the annual audit inventory under his/her assigned portfolio through obtaining inputs from cognizant A/COR on activities that need to be audited or on which financial reviews need to be conducted. In coordination with the A/COR, the incumbent ensures the completion of required financial audits in accordance with the U.S. Government (USG) Audit Guidelines and assist in developing audit scopes of work for Agency-contracted financial audits of USAID/Afghanistan-funded activities based on Mission audit requirements. The incumbent provides advice/guidance to auditees and audit firms in consultation with the Office of Inspector General (OIG) to ensure full compliance with USAID audit requirements. The incumbent participates in audit entrance and exit conferences, as necessary, ensures the audit programs are comprehensive and completed in accordance with audit guidelines, attends audit fieldwork to ensure audit program implementation and testing is comprehensive and complete, and reviews audit recommendations and draft audit reports. The incumbent assists in the preparation of management decisions which involves preparation of comprehensive financial analysis supporting questioned cost determination. Further, the incumbent also works closely with the USAID A/COR, the Contracting/Grant Officer and grantees/contractors to resolve and close audit recommendations in a timely manner. When financial assessments, limited financial reviews and financial audits are contracted out to local audit firms, the incumbent acts as COR of the contract or assists the COR to work closely with the firms' assigned staff and reviews their performance to ensure compliance with the contract scope of work.
- e) The incumbent also participates in the performance of required annual reviews of the Mission's internal/management control system in accordance with the Federal Managers' Financial Integrity Act (FMFIA) and Enterprise Risk Management guidelines; the incumbent performs the risk assessment of various functional areas and assists in performing follow-up reviews to determine if significant deficiencies have been properly addressed and

appropriate actions are taken by concerned Mission offices. The incumbent assists in capacity building of Mission and implementing partner staff who are not familiar with USAID's financial management requirements by providing training on accruals, audit management, payment methods, and other related topics.

The contractor is eligible for temporary duty (TDY) travel to the U.S., or to other Missions abroad, to participate in the "Foreign Service National" Fellowship Program, in accordance with USAID policy.

### **3. Supervisory Relationship**

Under the general supervision of the Supervisory Financial Analyst, the incumbent performs assignments independently, referring difficult questions to his/her Supervisor or, in the case of technical questions, to the A/COR. Advice and recommendations are reviewed but rarely challenged or changed on technical grounds. Completed work is reviewed for soundness, completeness and conformity with USAID policies and procedures

### **4. Supervisory Controls**

None

## **10. AREA OF CONSIDERATION:**

Cooperating Country Nationals (CCN), meaning an individual who is a cooperating country citizen or a non-cooperating country citizen lawfully admitted for permanent residence in the cooperating country.

According to ADS 309.3.1.4 d. "USAID policy is that a CCNPSC is preferred over a TCNPSC in order to integrate the foreign assistance effort into the community, enhance the skills of the cooperating country's population, and contribute to the local economy."

## **11. PHYSICAL DEMANDS**

The work requested does not involve undue physical demands.

## **12. POINT OF CONTACT:-**

Any questions about this solicitation may be directed to: [KblAIDHR@usaid.gov](mailto:KblAIDHR@usaid.gov). Applications submitted to this email address will not be considered.

**Note:** No in-person appointments or telephone calls will be entertained, unless you are required to have more information about this solicitation.

## **II. MINIMUM QUALIFICATIONS REQUIRED FOR THIS POSITION**

- a. **Education:** A bachelor's degree in Accounting, Financial Management, or Business Administration (with a focus in finance) is required. (Education requirement must be met at the time of application for the subject position)

- b. **Work Experience:** A minimum of five (5) years of progressively responsible work experience in professional accounting and/or audit management of which at least three (3) years of this experience is in an area that demonstrates a professional accounting and financial management operations and financial analysis with Public/Private accounting firms, international bi-lateral or multi-lateral organizations or public/private accounting firms is required. (Work experience requirement must be met at the time of application for the subject position).
- c. **Language:** Level IV (Fluent) speaking/reading of English language and Level IV (Fluent) speaking/reading of Dari and/or Pashtu is required. (English language ability will be tested).
- d. **Knowledge:** A thorough knowledge and understanding of professional accounting principles, theories, practices and terminology as well as the principles and accepted practices of the U.S. Government and host country laws, regulations and procedures relating to budgeting, auditing, accounting and financial management is required. Experience with and knowledge of GOA governmental financial and management systems is desired. The incumbent must have excellent analytical skills and be capable of exercising sound judgment; ability to anticipate and evaluate future outcomes based upon current events; excellent organizational skills and ability to handle multiple tasks at the same time. The incumbent must have the ability to analyze and evaluate audit reports and related recommendations and proposed corrective actions, the ability to (1) dig through masses of difficult and possibly conflicting materials to find relevant information, and (2) to professionally evaluate the audit/cost implications of relevant data; with ability to present review results and recommendations to a broad audience, both orally and in writing
- e. **Skills and Abilities:** The incumbent must have the ability to develop and maintain close working relationships with high level officials of host country (GOA) implementing institutions. A thorough knowledge and understanding of professional accounting principles, theories, practices and terminology, as well as experience with host country laws, regulations and procedures relating to budgeting, auditing, accounting and financial management is required. The incumbent must have excellent analytical skills and be capable of exercising sound judgment; excellent organizational skills and ability to handle multiple tasks at the same time while under close supervision. The incumbent must have the ability to dig through masses of difficult and possibly conflicting materials to find relevant information and convey the results in written form.

### **III. EVALUATION AND SELECTION FACTORS**

• Work Experience	40 points
• Knowledge	30 points
• Skills and Abilities	30 points
Maximum Points:	<b>100 points</b>

After an initial application screening, the best qualified applicants will be invited for a

written examination, English Proficiency Test and to an oral interview.

#### **IV. PRESENTING AN OFFER**

- 13.** Applicants are requested to submit a complete application package which must include all required documents (provided below) to [AFPAKjobs@usaid.gov](mailto:AFPAKjobs@usaid.gov) with a Subject line or offer submission: **Financial Analyst FSN-11 (72030619R10004).**

Offers must be received by the closing date and time specified in **Section I, item 3**

#### **REQUIRED DOCUMENTS:**

- a. Cover memo/email text that outlines how your qualifications and experience meet the selection criteria.
- b. Updated and signed version of Application for Employment as a Locally Employed Staff (DS-174) [https://af.usembassy.gov/wp-content/uploads/sites/268/Form\\_DS-174.doc](https://af.usembassy.gov/wp-content/uploads/sites/268/Form_DS-174.doc) (A copy of the DS-174 form can also be downloaded from ACBAR.org under this link <http://www.acbar.org/applicationform>. Applicants who are accessing this solicitation through jobs.af can download directly from the website) AND
- c. A current resume or curriculum vitae.

**IN ORDER TO HAVE YOUR APPLICATION CONSIDERED, YOU MUST SUBMIT ALL THREE REQUIRED DOCUMENTS. IF YOU OMIT ANY OF THE REQUIRED DOCUMENTS, COVER PAGE, CV OR UPDATED AND SIGNED DS-174 FORM, YOUR APPLICATION WILL NOT BE CONSIDERED.**

#### **Note:**

- Ø Only short-listed candidates will be notified.
- Ø This vacancy is open only to Afghan Nationals.
- Ø Applications with unsigned/old DS-174 form will not be considered.
- Ø Applications with insufficient, incomplete and inconsistent information to make a determination will not be considered.
- Ø No in-person appointments or telephone calls will be entertained.
- Ø Applications submitted as .RAR file will not be accepted by the system
- Ø Candidates who are applying for this position must fully meet the education requirement (graduated and degree and/or diploma already received) as specified. At the time of applications, candidates must also meet in full the experience requirement. There is no exception for these requirements.
- Ø Short-listed candidates will be requested to provide educational documents such as degrees, diplomas, certificates and other pertinent documents as needed. Failure to provide the required documentation will result the rejection of their application from further consideration.
- Ø The Agency retains the full right to cancel or amend the solicitation and associated actions.

- Ø Offers must be received by the closing date and time specified in **Section I, item 3.**
- Ø To ensure consideration of offers for the intended position, Offerors must prominently reference the Solicitation number in the offer submission.

## **V. LIST OF REQUIRED FORMS FOR PSC HIRES**

Once the Contracting Officer (CO) informs the successful Offeror about being selected for a contract award, the CO will provide the successful Offeror instructions about how to complete and submit the following forms.

1. Pre-employment Medical History and Examination Form
2. U.S Embassy Kabul Security Certification Request
3. Appointment Affidavits Standard Form 61

## **VI. BENEFITS/ALLOWANCES**

As a matter of policy, and as appropriate, a PSC is normally authorized the following benefits and allowances:

BENEFITS and ALLOWANCES:

- a. **25% Unique Conditions of Work Allowance (UCWA)**
- b. **Defined Contribution Plan (DCF) 12% of the base salary**
- c. **Transport Shuttle Service to Female Staff Only**
- d. **Premium Pay**
- e. **Leave Benefits**
- f. **Medical Benefits**
- g. **Death and Disability Benefits**
- h. **Retirement and other end of service benefits**
- i. **Travel and TDY Benefits**

## **VII. TAXES**

Local Employee Staff (CCN) is responsible for paying local income taxes. The U.S Mission does not withhold year end local income tax payments.

## **VIII. USAID REGULATIONS, POLICIES AND CONTRACT CLAUSES PERTAINING TO PSCs**

USAID regulations and policies governing CCNPSC awards are available at these sources:

1. **USAID Acquisition Regulation (AIDAR), Appendix J**, “Direct USAID Contracts With a Cooperating Country National and with a Third Country National for Personal Services Abroad, “including **contract clause “General Provisions,”** available at [https://www.usaid.gov/sites/default/files/documents/1868/aidar\\_0.pdf](https://www.usaid.gov/sites/default/files/documents/1868/aidar_0.pdf) .
2. **Contract Cover Page form AID 309-1** available at <https://www.usaid.gov/forms> .



3. Acquisition & Assistance Policy Directives/Contract Information Bulletins (AAPDs/CIBs) for Personal Services Contracts with Individuals available at <http://www.usaid.gov/work-usaid/aapds-cibs>.
4. **Ethical Conduct.**-By the acceptance of a USAID personal services contract as an individual, the contractor will be acknowledging receipt of the “**Standards of Ethical Conduct for Employees of the Executive Branch**,” available from the U.S. Office of Government Ethics, in accordance with **General Provision 2** and **5 CFR 2635**.-See <https://www.oge.gov/web/oge/nsf/OGE%20Regulations>.

**EQUAL EMPLOYMENT OPPORTUNITY:** The U.S. Mission provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs. The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.